

Appendix 1:
**Sample letter, questionnaire and list of
consultees**

Dear Sir or Madam

Assessment of the Suitability and Availability of Potential New Housing Sites

City of York Council is preparing a Strategic Housing Land Availability Assessment (SHLAA). The SHLAA seeks to identify potential future housing sites and assess whether such sites are deliverable and/or developable in order to help demonstrate a future supply of housing within York.

As part of the consultation in Spring 2008 on the Key Allocation Development Plan Document, the Council undertook a 'Call for Sites' inviting landowners, agents and the wider public to submit information on any potential housing locations by suggesting sites of 0.2 hectares or larger. The Council is now required, as part of the SHLAA, to assess these sites for their suitability, availability and achievability following guidance set out by the government¹ and the Regional Practice Guide².

We are contacting you because you have either submitted a site as part of our 'Call for Sites' process or we have identified you as having a connection with a site that has been submitted. We would like to invite you to fill in the attached proforma to provide the Council with the necessary background information in order to assess the suitability of site(s) submitted. We would also like to ask if you would like to be involved in reviewing the draft SHLAA once we have collated the information on the sites. We envisage that this consultation will take place in November.

The deadline for completed responses is **Friday 10th October**. Please respond to us via the FREEPOST address below or contact us for an electronic version of the proforma, which you can return via email.

SHLAA, City Development, City of York Council, City Strategy, FREEPOST (YO239), York, YO1 7ET

The SHLAA forms a key part of the evidence base for York's Local Development Framework and will inform the Core Strategy and Key Allocations Development Plan Documents. Please be aware that, although all submitted sites will be considered, suggesting land at this stage is not a guarantee that the land will be considered suitable for development.

Please do not hesitate to contact me if you have any questions.

Kind Regards



Rachel Macefield
Principal Development Officer

Please contact: Research and Information
 City Development
Telephone: 01904 551356
Email: rachel.macefield@york.gov.uk

¹ *Strategic Housing Land Availability Assessments – Practice Guidance*, Communities and Local Government, July 2007. Available online from: <http://www.communities.gov.uk/publications/planningandbuilding/landavailabilityassessment>

² *Yorkshire and Humber Assembly: Understanding Yorkshire and Humber's Strategic Housing Land Availability*, Regional Practice Guide, April 2008.

Assessment of Suitability and Availability of Potential New Housing Sites

- Please complete the form clearly and legibly
- You must give your name and address for your comments to be considered.
- If this letter contains details on the site(s) you have previously submitted please could you confirm that the details and site boundaries are correct
- This form should be received by City of York Council by **Friday 10th October 2008**

NB:

- If you are a landowner or agent acting on behalf of a landowner please complete the following questions to help with our assessment of a sites suitability and availability for development
- If you have not submitted a site but would like to take part in the consultation on the draft Strategic Housing Land Availability Assessment then please go straight to question 18.

DATA PROTECTION AND FREEDOM OF INFORMATION

We need your permission to hold your details on our database.

I agree that the contact details and related responses can be held by the City Strategy Directorate of City of York Council and I understand that they will only be used in relation to Town Planning matters.

Signed:	Date:
Please note that forms that are not signed and dated will not be accepted	

This information is collected by City of York Council as data controller in accordance with the data protection principles in the Data Protection Act 1998. The purposes for collecting this data are:

- To assist in the preparation of a Strategic Housing Land Availability Study; and
- To contact you, if necessary, regarding the answers given on this Proforma.

The above purposes may require public disclosure of any data received by City of York Council on the Proforma, in accordance with the Freedom of Information Act 2000. The proforma will also be used in discussion with consultees, but the contact details on the first sheet of questions (questions 1 and 2) will be detached and kept separate. If you have any concerns regarding the processing of your data, please contact Principal Development Officer Rachel Macefield (tel: 01904 551356, email: rachel.macefield@york.gov.uk).

Disclaimer: It should be noted that the assessment of the deliverability and developability of sites for new housing through the SHLAA process and the identification of potential housing sites in the local authority SHLAA report does not indicate that planning permission will be granted for new housing or that the site(s) will be allocated for new housing development in Development Plan Documents. Planning proposals on sites identified in the local authority SHLAA report will be judged on their merits against the relevant Development Plan policies

Q1. If you are the landowner of the site or you are aware of the landowner of the site, please provide the following details:
<i>Name</i>
<i>Contact address</i>
<i>Telephone Number</i>
<i>Fax Number</i>
<i>E-mail</i>
Q2. If you act as agent for the landowner, please provide the following details:
<i>Name</i>
<i>Company / agent</i>
<i>Representing</i>
<i>Contact address</i>
<i>Telephone Number</i>
<i>Fax Number</i>
<i>E-mail</i>

Q3. Please provide details of the site:
<i>Site Reference (please see attached site plan):</i>
<i>Site address</i>
<i>Site postcode</i>
<i>Site OS grid reference (if known)</i>
Please confirm that the attached map(s) show the precise boundaries of the site in its entirety. Please indicate which part of the site may be suitable for housing (if this is less than the whole).

Q4. Ownership of Site
<i>Are you the landowner of the site?</i>
Yes
No
<i>If 'Yes', are you:</i>
<i>Sole owner?</i>
<i>Part owner?</i>
<i>Please list other owners:</i>
<i>If you are not the owner, do you know who is? (please list if known)</i>

Q5. What is the site currently used for?
Q6. What is the estimated area of the site (hectares/acres)?
Area of whole site
Area suitable for development

Q7. What type of development do you think the site is suitable for? Please specify. (e.g. housing, mixed-use development including housing, or development other than housing?).
Q8. In your view, what type and number of dwellings would you envisage for the site?
Number of houses (or bungalows):
Number of Flats:
Would the site be solely for affordable housing? If yes please tick:
Q9. To the <u>best of your knowledge</u>, are there any constraints that might prevent the site from being developed? Please provide brief details.
Access difficulties
Infrastructural requirements
Hazardous risks
Topography or ground conditions
Local character
Ownership issues
Legal issues e.g. covenants
Contamination / pollution
Environmental designation
Flood risk
Infrastructure requirements
Market viability
Other considerations

Q10. Do you believe that constraints on the site could be overcome? If so, please explain.	
Q11. Is the site immediately available for development? (please tick one response)	
(a) Yes	<input type="checkbox"/>
(b) No	<input type="checkbox"/>
Q12. Is the site currently for sale and being marketed by a land agent? (please tick one response)	
(a) Yes	<input type="checkbox"/>
(b) No	<input type="checkbox"/>
Q13. If the site is not immediately available for development, over what broad timeframe do you think it could become available for development? (please tick one of the following options only)	
(a) By the end of March 2013	<input type="checkbox"/>
(b) Between March 2013 & April 2018	<input type="checkbox"/>
(c) Between 2018 & 2023	<input type="checkbox"/>
(d) After 2023	<input type="checkbox"/>
Q14. What would be your best estimate of a more precise year? (please tick one of the following options only)	
(a) Before the end of March 2009	<input type="checkbox"/>
(b) Between April 2009 & March 2010	<input type="checkbox"/>
(c) Between April 2010 & March 2011	<input type="checkbox"/>
(d) Between April 2011 & March 2012	<input type="checkbox"/>
(e) Between April 2012 & March 2013	<input type="checkbox"/>
(f) Between April 2013 & March 2014	<input type="checkbox"/>
(g) Between April 2014 & March 2015	<input type="checkbox"/>
(h) Between April 2015 & March 2016	<input type="checkbox"/>
(i) Between April 2016 & March 2017	<input type="checkbox"/>
(j) Between April 2017 & March 2018	<input type="checkbox"/>

Q15. Once development has commenced, how many years do you think it would take to develop the site? (Please approximate the number of years)

Q16. If the site is likely to require phasing of development, could you please explain the likely timing of the phases and number of dwellings to be delivered at each phase

Q17. Do you know of any other issues that we should be aware of (including any issues not covered above which might delay the site coming forward for development)?

Q18. Would you like to be involved in consultation on the draft SHLAA? (Please circle)

Yes

No

If 'YES' Please confirm contact details:

Thank you for completing this Proforma. Please return the proforma, together with the plan, by **Friday 10th October 2008** to:

Freepost Address: SHLAA
City Development,
City of York Council,
City Strategy
FREEPOST (YO239)
York,
YO1 7ET

Email: rachel.macefield@york.gov.uk

List of Consultees

Contact Name	Organisation	Address
Mr J Tait	Planning Prospects	1 Broomhall Business Centre Broomhall Lane Worcester, WR5 2NT
Mr J Pyper	The Land & Development Practice	1 Horsefair Wetherby Leeds, LS22 6JG
Mr PG Torrible	The Land & Development Practice	1 Horsefair Wetherby Leeds, LS22 6JG
Ms S Burgess	CABE	1 Kemble Street London, WC213 4AN
Ms S Robin	Yorkshire Wildlife Trust	1 St Georges Place York, YO24 1GN
y Leadley		12 Lynwood Avenue Copmanthorpe York, YO23 3SP
Ms L Geoffries	Disabled People's Forum	128 East Parade Heworth York, YO31 7YG
Helen Mead		14 The Village Old Earswick York, YO32 9SL
J Goodyear		15 Butt Hedge Long Marston York, YO26 7LW
Brett Harbutt	Quintain Estates and Development	16 Grosvenor Street London, W1K 4QF
Mr D Parlabeau	Older Peoples Assembly	16 St Swithin Walk Holgate York, YO26 4UF
Mr B Baldwin		18 Alexandra Road Strensall York, YO32 5SE
Christopher Hobson	(TH Hobson LTD)	18 Askham Lane Acomb York, YO24 3HA
Mr MV Watts	Nathanial Lichfield & Partners	1st Floor 26 King Street Manchester, M2 6AY
Mr J Gilham	York Housing Association	2 Alpha Court Monks Cross Drive York, YO32 9WN
Mr J H Hoare		2 Bollans Court Goodramgate York, YO1 7QB
Messers Blades	George Blades & Sons	2 Common Road Dunnington York, YO19 5NG
	English Churches Housing Group	2 Estuary Boulevard Estuary Commerce Park Liverpool, L24 8RF
Mr R Wiles	Barry Crux & Company	20 Castlegate York, YO1 9RP
	The Coal Authority	200 Lichfield Lane, Berry Hill Mansfield Nottinghamshire, NG18 4RG

Ms C Shepherd	York Traveller Trust	24 Falsgrave Crescent York, YO30 7AZ
A Sinclair	York Environmental Forum	25 Norfolk Street York, YO23 1JY
Ms A Sinclair	York Open Planning Forum	25 Norfolk Street Bishopthorpe Road York, YO23 1JY
Ms R Pierce	Sanderson Weatherall	25 Wellington Street Leeds, LS1 4WG
Mr J Wyatt	Signet Planning	26 Apex Business Village Annitsford Newcastle-upon-Tyne NE23 7BF
Mr B Potter	York Natural Environment Panel	29 Knapton Lane York, YO26 5PX
	Anchor Trust	2nd Floor 25 Bedford Street London, WC2E 9ES
Mr A Eccles	Northminster Properties Ltd	3 Holly Tree House Northminster Business Park York, YO26 6QU
	Three Rivers Housing	3 Rivers House Abbeywoods Business Park Durham, DH1 5TG
Mr M Courcier	Northern Planning	30 Carlton Road Bolton Lancashire, BL7 5HY
Mr M Collins	Turley Associates	33 Park Place Leeds, LS1 2RY
Mr R Baxter	Turley Associates	33 Park Place Leeds, LS1 2RY
Mr N Smith	The Barton Willmore Planning Partnership	3360 The Pentagon Century Way Thorpe Park, Leeds, LS1 2DS
Mr P Hall	Indigo Planning	36 Park Row Leeds, LS1 2HL
Ian Smith	English Heritage Yorkshire Region	37 Tanner Row York, YO1 6WP
Neil Redfern	English Heritage Yorkshire Region	37 Tanner Row York, YO1 6WP
Raymond Barnes	Raymond Barnes	39 Low Petergate York, YO1 7HT
E A Courtney		4 Hillsborough Terrace Burton Stone Lane York, YO30 6EW
Mr E Howland	York Guild of Building	41 Penyghent Avenue York, YO31 1QH
Mrs Peta Ree		45 Field View York, YO30 6ES
Mr R Flanagan	Lawrence, Hannah & Skelton	5 Marys Court Blossom Street York, YO24 1AH
Mr A Munro	Drivers Jonas	5 New York Street Manchester, M1 4JB
Mr S Roskams	York Archaeological Forum	5 Stray Garth York, YO31 1EL
	Hallam Land Management	55 Ecclesall Road South Sheffield, S11 9PD

	Family Housing Association	57 Micklegate York, YO1 6WL
	Tuke Housing Association	57 Micklegate York, YO1 6WL
Mr R Dawson	Barratt Development PLC	6 Alpha Court Monks Cross Drive York, YO32 9WN
Mr J Bumby		60 Mill Lane Wigginton York, YO32 2PY
	Tees Valley Housing Group	63 North Ormsby Road Middlesborough, TS3 2AF
Ms W Williams	Rapleys	6th Floor, Pall Mall Court 61-67 King Street Manchester, M2 4PD
Philip Crowe Dip. Arch., F.S.A.I		70 Clifton York, YO30 6AW
Ms C Norris	Lambert Smith Hampton	79 Mosley Street Manchester, M2 3LQ
Peter Jesse		8 Netherwoods Strensall York, YO32 5WE
Ms A Wilson	Drivers Jonas	85 King William Street London, EC4N 7BL
Ms L Roberts	Drivers Jonas	9 Bond Court Leeds, LS1 2JZ
Ms L O'Dea	Knight Frank	9 Bond Court Leeds, LS1 2JZ
Mr M Johnson	Dacre Son & Hartley	9 York Place Leeds, LS1 2DS
Mr F Paterson	CPRE (York & Selby District)	97 Main Street Askham Bryan York, YO23 3QS
	Abbeyfield York Society	Abbeyfield House Regency Mews Dringhouses YP24 1LL
Mr J Metcalf	Green Land & Property Holding Ltd	ACH House 10 The Sycamores Leeds, LS20 9EN
P Brown		Acomb Grange Grange Lane York, YO23 3QZ
Stuart Vendy	Persimmon Homes	Adamson House Towers Business Park Didsbury, Manchester M20 2YY
Ms J Hubbard	Jennifer Hubbard Planning	Allonby House, York Road North Duffield Selby, YO8 5RU
Mr P Thornton	White Young Green Planning	Arndale Court Headingley Leeds, LS6 2UJ
Ms R Flounders	I D Planning	Atlas House 31 King Street Leeds, LS1 2HL

Mr and Mrs M Blades		Barleycorn House Holtby York, YO19 5UD
Mr & Mrs Arundel		Beech House Naburn York, YO19 4RS
Dr W Fawcett	York Architectural & York Archaeological Society	Cheviot House High Street Yetholm, Kelso, TD5 8RF
Mr T Hesleton	Selby District Council	Civic Centre Portholme Road Selby, YO8 4SB
Mr S Brereton	Community Regeneration York	Community House 10 Priory Street York, YO1 6EZ
Mr D Allenby	Harrogate Borough Council	Council Offices Crescent Gardens Harrogate, HG1 2SG
Mr P Ashcroft	East Riding of Yorkshire Council	County Hall Beverley Est Riding of Yorkshire HU17 9BA
Mr M Elliot	North Yorkshire County Council	County Hall Northallerton North Yorkshire, DL7 8AD
Ms S Goode	Environment Agency	Coverdale House Aviator Court, Clifton Moor York, YO30 4GZ
Mr J Walker	York Archaeological Trust	Cromwell House 13 Ogleforth York, YO1 7FG
Mr W Symons	York Consortium of Draingage Boards	Derwent House Crockey Hill York, YO19 4SR
Mr T Madgwick	North Yorkshire Police	Divisional Headquarters Fulford Road York, YO10 4BY
B.W & B.M Otley	Farming & Wildlife Advisory Group	Dutton Farm Hessay York, YO26 8JU
Mr R Barrick	North Affordable Homes Ltd	Ewelands Felixkirk Thirsk, YO7 2DP
Mr P Brown	York Civic Trust	Fairfax House Castlegate York YO1 9RN
Mr & Mrs J Reeves		Fairfield Farm Shipton Road Skelton York, YO30 1XW
Mr M Coy	British Waterways (Yorks)	Fearns Wharf Neptune Street Leeds, LS9 8PB
	GVA Grimley LLP	First Floor, City Point 29 Kings Street Leeds, LS1 2HL

Mr R Levy	Northern Gas Networks	Floor 1, 1100 Century Way Thorpe Park Business Park Colton, Leeds, LS15 8TU
Mr SD Jones	Highways Agency	Floor 3, Lateral Building 8 City Walk Leeds, LS11 9AT
Mr J Downes	James Downes Chartered Architect	Forest Lodge York Road Sutton on the Forest, York YO61 1DZ
Mr G Banks	Hambleton District Council	Forward Planning Team Civic Centre, Stone Cross Northallerton, DL7 9HT
	Shepherd Homes	Frederick House Fulford House, Fulford Road York, YO10 4EA
Mr RR Forrester	RR Forrester	Garden House Main Street Hemmingbrough, YO8 6QU
Ms K Gray	Nathanial Lichfield & Partners	Generator Studios Trafalgar Street Newcastle, NE1 2LA
David Carter	Natural England Northern Area	Government Buildings Otley Road, Lawnswood Leeds, LS16 4QT
	Chevin Housing Association	Harrison Street Wakefield, WF1 1PS
Mr R Peak	York Property Forum	Helmsley Security Ltd Colenso House, Deans Lane Pocklington, York YO42 2PX
Mr E Wilkin		Holly House Farm Hessay York, YO26 8JW
	Home Housing Association	Home Knight House 2 Sandbeck Court Wetherby, LS22 7BA
Mr M Ashworth	Spawforths	Junction 41, Business Court East Ardsley Leeds, WF3 2AB
	Miller Homes Ltd	Lapwing House Peel Avenue, Calder Park Wakefield, York, WF2 7UA
Mrs Carol Stenner	Government Office for Yorkshire & Humber	Lateral 8 City Walk Leeds, LS11 9AT
	DEFRA	Lateral Building 8 City Walk Leeds, LS11 9AT
Mr DJC Shaw	Belvoir Farm Partners	Linden Lea York Road Elvington York, YO41 4AX
C parkin,	York St John University	Lord Mayor's Walk York, YO31 7EX
G. W. Proctor		Moor Park Skelton Lane Wigginton, YO32 2RF

	National Grid UK	National Grid House Warwick Technology Park, Gallows Hill Warwick, CV34 6DA
E S T Roberts		Nova Scotia North Lane Huntington York, YO32 9SU
	Oakgates (York) Ltd	Oakgate Group Plc Oakgate House 25 Market Place, Wetherby LS22 6LQ
Ms S True	Adkin Rural & Commercial	Orpwood House School Road Ardington, Wantage, OX12 8HU
	Persimmon Homes (Yorkshire) Ltd	Persimmon House Fulford York, YO19 4FE
Mr SJ Staines	Friends Families & Travellers	PO Box 223 Ely Cambridgeshire, CB7 9BA
Michael Fletcher		Poolbridge Farm Cockey Hill York, YO19 4SQ
Mr S Phillpotts	Strutt & Parker	Princes House 13 Princes Square Harrogate , HG1 1LW
Charlie Webber	Redrow Homes (Yorks) ltd	Redrow House Brunel Road Wakefield, WF2 0XB
Mr P Leeming	Carter Jonas	Regent House 13-15 Albert Street Harrogate, HG1 1JX
	CYC Property Services	Resources Directorate City Finance Centre PO Box 31, Library Square YO1 7DU
Mr D Wheelwright	Ryedale District Council	Ryedale House Old Malton Road Malton, North Yorkshire YO17 7HH
Mr CP Holland	George Wimpey NY Ltd	Sandpiper House Peel Avenue, Calder Park Wakefield, WF2 7UA
	York Residential Landlords Association	Sinclair House Main Street Heslington, York, YO10 5EB
R Johns	North Yorkshire & York PCT	Sovereign House Kettlestring Lane, Clifton Moor York, YO30 4GQ
Mr T Rivero	Network Rail	Square One 4 Travis Street Manchester M1 2NY
Hogg Builders (York) Ltd	Nathanial Lichfield and Partners	Redmayne Lodge, Park Gate Strensall York, YO32 5YL

Ms C Bailey	Peacock & Smith	Suite 2A Joseph's Well Hanover Walk Leeds, LS3 1AB
Mrs S Watson Quirk	Highways Agency	Tees Wing, Lateral Building 8 City Walk Leeds, LS11 9AT
Mr R Turley	Turley Associates	The Chancery 58 Spring Gardens Manchester, M2 1EW
Ms J Dale	Joseph Rowntree Housing Trust	The Garth White Rose Avenue, New Earswick York, YO32 3TZ
Nigel Ingram	Joseph Rowntree Housing Trust	The Homestead 40 Water End York, YO30 6WP
Mr J Low	JRF Neighbourhood Programme	The Homestead 40 Water End Clifton, York, YO3 6WP
Ms J Molyneux	Terence O'Rourke	The Tramshed, Walcot Street Bath, BA1 5BB
	Housing 21	The Triangle Baring Road Beaconsfield, HP9 2NA
Mr E Keogh	Places for People	The White House 10 Clifton York, YP30 6AE
	Pilcher Deverlopments LTD	Tower House Askham Fields Lane, Askham Bryan York, YO23 3NU
Mr J Jones	York Arclight	Union Terrace York, YO31 7ES
Matthew Naylor	Yorkshire Water	Western House Western Way Halifax Road Bradford, BD6 2LZ
	Wilberforce Trust	Wilberforce House 49 North Moor Road, Huntington York, YO32 9QN
Ms D Fillingham	Stephenson & Son Agricultural	York Auction Centre Murton York, YO19 5GF
Mr B Golding	York & North Yorkshire NHS Trust	York Hospital Wigginton Road York, YO31 8HE
Mr Tim Wake	Mouchel Group	York House Standard Way Northallerton DL6 2XQ
Mr P Atkins	Yorkshire Housing Group	Yorkshire House, 6 Innovation Close Heslington York, YO10 5ZF
Mr C White	Nestle UK	Nestle UK Haxby Road York, YO91 1XY

Mr P Thake	York Conservation Trust	54 Bootham York, YO30 7XZ
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